

ESSEX ELEMENTARY SCHOOL BUILDING COMMITTEE
REQUEST FOR QUALIFICATIONS
NOVEMBER 1ST, 2005

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES

The Town of Essex is seeking architectural firm qualifications for full Architectural Services for renovations and additions to the Essex Elementary School, Centerbrook, CT.

OVERVIEW:

The Town of Essex, Connecticut (the “Town”) is a municipality with a population of approximately 6,000 residents and is located in the southern end of Middlesex County. The Essex Elementary School (the “School”) provides free, compulsory public education for approximately 550 students in grades K to 6. The Town government provides an approximately 73,800 square foot facility (Essex Elementary School building) located in Centerbrook (the “Facility”). The Facility was constructed in 1954, with additions in 1967 and 1990. The Town’s Board of Selectmen is responsible for the Facility. The Town’s Board of Selectmen has constituted an ‘**Essex Elementary School Building Committee**’ (the “EESBC”) to act as a Client to administer the funds for additions and renovations to the Facility. The EESBC desires to engage an architectural firm to provide the services described in this Request for Qualifications.

QUALIFICATIONS:

Professionals submitting qualifications need to establish experience and be able to provide:

- 1) Similar architectural work for Public and/or Private Schools or sufficient related experience
- 2) Demonstrated competence with the State Public School funding process, scheduling and administration. (www.state.ct.us/sde/dgm/sfu/)
- 3) Sufficient manpower to perform the work within the established time constraints
- 4) Experience with the preparation of reports for public disclosure
- 5) A list of references for similar work
- 6) Proof of licensure as architects within the State of Connecticut

FUNDING:

In 2002 State funding was approved and in 2004 the Town of Essex approved, by referendum, funding for the project. State funds are involved under ED049 and include local bonding. The selected qualified architectural firm will be required to aid the Town in scheduling, meeting, documenting and submitting the procedures and requirements of the State funding. Phasing of the architectural services in order to meet State submission requirements is part of this work. Construction Documents will be required to meet State guidelines including periodic submission for State review. State Bidding requirements and Prevailing Wage Rates will apply.

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SCOPE OF SERVICES:

It is anticipated that the Scope of Services includes Full Architectural Services as defined by the American Institute of Architects (AIA). The selected architectural firm will be responsible for all consultants required to complete the Scope of the Work.

THE SCOPE OF WORK:

In 2002 through 2005 existing conditions studies and programming was performed, finalized and approved by the Town. These documents formed the basis for the approval of funding the Project. They collectively define the scope of the work. The documents are available for review at the Essex Town Hall during normal business hours:

<u>Document</u>	<u>Prepared by:</u>	<u>Date:</u>
1. A Report to the Board of Selectmen, Board of Education and citizens of the Town of Essex Connecticut Regarding Necessary Renovations to Essex Elementary School	EESRC	1/18/05
2. Essex Elementary School Renovation Planning Study	AKV	6/04
3. Renovation and Planning Study – Addendum. Essex Elementary School	AKV	12/20/05
4. Study of Existing MEP Systems and Energy & Air Quality Analysis for Essex Elementary School Renovations Committee at Essex Elementary School	VZHS	1/12/05
5. MEP Existing Conditions	VZHS	
6. Essex Elementary School Renovations Committee – IV. Appendixes: 3, 5, 6, 7, 8, 9, 10, 11 & 12	Various	Various

Full copies of the documents will be provided in electronic form to the firms selected as qualified to submit proposals for the work.

The Scope of the Work is expected to include but may not be limited to:

- 1) Architectural work:
 - a) Renovations and Additions
 - b) Sitework and improvements
- 2) Mechanical, Electrical & Plumbing work

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Due to the requirement of uninterrupted educational service to the community: It is likely that portions of this work will be phased over two academic summers / seasons. All plans must include consideration for allowing the school to continue operations without interruption is part of the Scope of the Work.

BUDGET:

Budgeted construction costs for the scope of the work defined above is \$7,425,000. Soft costs, including architectural fees, are in addition to these costs.

SCHEDULE:

Submission of Qualifications due	11/22/05
Short list of qualified architectural firms finalized	11/29/05
Qualified architectural firms interviews	week of 12/5/05
Request for Proposals issued	12/14/05
Submission of Proposals due	1/10/06
Final selection of architectural firm	1/18/06
Construction completion	8/07

FORMAT FOR SUBMITTING QUALIFICATIONS:

- 1) Statements of Qualifications must demonstrate the firm's ability to meet all the QUALIFICATIONS (1 through 6) listed on page 1 of this document. All submissions will be assumed to indicate willingness to comply with all the requests and requirements detailed above.
- 2) 8 1/2" x 11" preferred.
- 3) 8 copies of all submission information
- 4) Qualifications submissions are to be delivered no later than 12:00 noon - 11/22/05, to the 1st Selectman's office, located at the Essex Town Hall, 29 West Avenue, Essex, CT 06426.

EVALUATION CRITERIA:

Submissions will be evaluated based on the following criteria:

- Completeness of submission
- Ability, background and experience in providing similar services to municipalities similar in size, structure and complexity to the Town of Essex
- Past work
- References
- Interview

It is anticipated that the EESBC will select up to 5 qualified firms for interviews. The Town reserves the right to accept or reject any submission, in whole or in part or to withdraw this RFQ at anytime. Nothing contained in this RFQ shall constitute or imply a promise on the part of the Town to enter into any Agreement except pursuant to a contract that is satisfactory to the Town.

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NOTES:

- 1) The Town of Essex is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices.
- 2) Qualifications will be evaluated based on the criteria described in this RFQ. The Town will invite selected firms to on-site interviews and will also check references.
- 3) The Town reserves the right to reject any and all submissions received in response to this request for qualifications. A firm's qualifications may be rejected for any reason including if the submission:
 - a. Fails to adhere to one or more of the provisions established in this request for qualifications;
 - b. Fails to submit its qualifications at the time or in the format specified or to supply the minimum information requested;
 - c. Fails to meet the minimum evaluation criteria;
 - d. Fails to submit its qualifications to the required address on or before the deadline established here and /or
 - e. Misrepresents its services or provides demonstrably false information in its qualifications or fails to provide material information.

QUESTIONS AND CORRESPONDENCE:

All questions are to be in writing and be submitted through the EESBC not later than seven (7) calendar days prior to the deadline for submission and the responses will be provided to all potential candidates to perform the work.

Stanley Sheppard, Chairman, EESBC

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